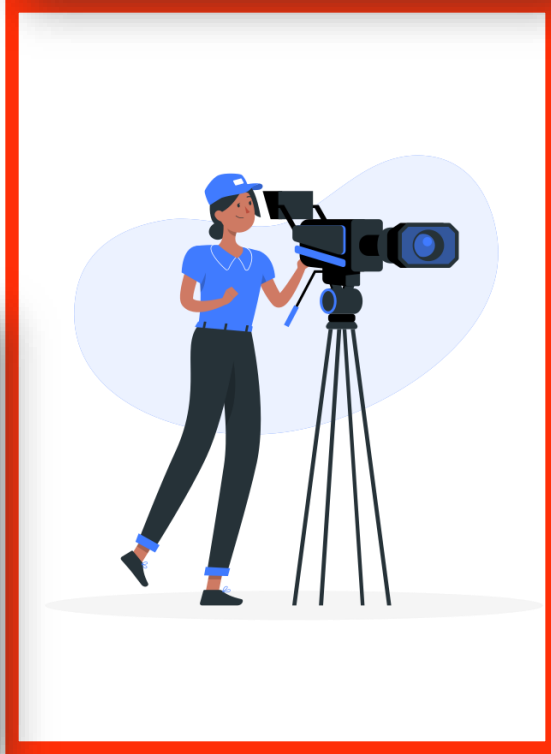




NOFO Getting Started Overview



THE GOVERNOR'S OFFICE OF VOLUNTEER SERVICES / ALABAMA STATE SERVICE COMMISSION



Avoid putting phone on hold to prevent hold music from interfering with training participants

Presenters :

Amber E. Price

Cesily Means

✓ 2x AmeriCorps Alumna Service Member with the YWCA of Central Alabama Building Communities, Bettering Lives Program

✓ Alabama State Service Commission

✓ AmeriCorps Outreach, Engagement and Training Coordinator

✓ Sr. AmeriCorps Program Officer

✓ amber.price@servealabama.gov

✓ Cesily.Means@ServeAlabama.gov



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Today's Agenda

- **Getting Started**
- **DUNS Number**
- **Set-up eGrants Account**
- **NOFO Selection**
- **Completion of Face Sheet**

Let's Get Started!



What is a DUNS Number?



Look Up a D-U-N-S Number

Search for your company's or other company's D-U-N-S Number.

Get Started



Request a D-U-N-S Number

Establish your business, get noticed, and control your story in the global marketplace.

Get Started



Update Company Information

View, update, and print business information on your D&B® credit file.

Get Started

(844) 545-4314



The Dun & Bradstreet DUNS Number is a unique nine-digit number for businesses. Organizations can request a DUNS number by calling their Customer Service Number (844) 230-7479/ (844) 545-4314 or visiting their website <https://www.dnb.com/duns-number/get-a-duns.html>

Reminders!

- Entities must have a valid SAM registration and DUNS and/or Unique Entity Identifier] to receive an award.
- The entity registration for SAM is **FREE!**
- See Section D.3. Unique Entity Identifier and System for Award Management (SAM) page 13 for additional information
- Both the Commission and the Corporation will check www.SAM.gov for registration
- This is an annual registration
- You must use your DUNS number or Unique Entity Identifier
 - A unique nine-digit number assigned to your organization by Dun & Bradstreet
 - AmeriCorps will perform a name-based check in addition to the DUNS number



Getting Started with Registration

This the official U.S. government website for entity registration. Entity registration is FREE.



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Step One: Creating an eGrants Account

To create your eGrants, please visit the website:
<https://egrants.cns.gov/espan/main/login.jsp>

1. Open

- Open the Create an eGrants Account Page
- Open the eGrants Login Page
- If you are logged in to the system, you will have to log out in order to access this page.

2. Click

- Click Do not have an eGrants account? Create an Account
- Click Create a grantee account. Then the Grant Application page will open
- Click This is my first time



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CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

Please click on this link to continue to create a new eGrants account.

[Become a Peer Reviewer](#) →

Before you begin this process, please have your organization's EIN Number, Legal applicant name, and DUNS number ready!

 [Create a Grantee account](#) →

[Already have an eGrants account? Proceed to Login](#) →



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BECOME A GRANT APPLICANT

Please select one of the following options below.

Please click on the this is my first time to continue to create a new eGrants account

I have an eGrants account...➔

This is my first time. I want to create a new account with eGrants...➔

Already have an eGrants account? Proceed to Login ➔



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Welcome Guest

Create New Profile Menu

→ Login Information

Rules of Behavior

Enter EIN#

Select an Organization

Organization Information

Indirect Cost Rate

Grantee Phone Numbers

Review and Submit

Become a Grant Applicant

cancel

save

next →

Login Information

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (*) are required.

Prefix: ?

Preferred Name: ?

* First Name: ?

Middle Name: ?

* Last Name: ?

Suffix: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

If you click on “?” icon, it will open a pop-up window additional information in regard to that particular text field. In order to use this function, you must turn on the “pop-up blocker” which is located under “Tools” on your web browser.

You will see the pop-up window for the “New Password” text field in the next slide.



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Create New Profile Menu

Login Information

→ Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Enter EIN

Please enter your organization's EIN#.

Enter your EIN #:

Enter your organizations' 9 digit
Employer Identification Number.



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Welcome Test

Create New Profile Menu

Login Information

➔ Rules of Behavior

Enter EIN#

Select an Organization

Organization Information

Indirect Cost Rate

Grantee Phone Numbers

Review and Submit

Review the Rules of Behavior and after reviewing please click the box saying "I accept and agree to abide by the System's Rules of Behavior"

Become a Grant Applicant

← back

save

next →

Rules of Behavior

Before you can access your account please open and read the **System Rules of Behavior** for the CNCS eGrants application. After you have read the document please check the acknowledgement below and click next/submit.

You must view or print the document before you can check the acknowledgement.

Acknowledgement

- I agree to not share my password with anyone.
- I agree to protect Sensitive and Personally Identifiable Information.
- I acknowledge that I am the account holder.
- I will access only the information for which I've been authorized, and have "need to know/access."

☐ *I accept and agree to abide by the System's Rules of Behavior



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Welcome Test

Become a Grant Applicant

[< back](#)

[next >](#)

Create New Profile Menu

Login Information

Rules of Behavior

→ Enter EIN#

Select an Organization

Organization Information

Indirect Cost Rate

Grantee Phone Numbers

Review and Submit

Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

Enter your EIN Number

508 Approved | [Contact Help Desk](#) | [Privacy](#) | [enable the pictures](#)

Release version: 7.6

[< back](#)

[next >](#)



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Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information**
- Grantee Phone Numbers
- Review and Submit

Organization Information

Please enter your organization information below. All questions marked with an asterisk (*) are required.

GENERAL INFORMATION

* EIN #: 0000000002

DUNS #: -

* Organization's Name:

* Organization Type: Choose an Organization Type ...

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Organizational Characteristic: [add characteristic](#)

CONTACT INFORMATION

* Street Address 1:

Choose an Organization Type from the drop down menu.

To add organizational characteristics, please click on "add characteristics" link. You will be able to choose org. characteristics from a drop down menu.



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Welcome Test

Create New Profile Menu

[Login Information](#)

[Rules of Behavior](#)

[Organization Information](#)

[Indirect Cost Rate](#)

[Grantee Phone Numbers](#)

[Review and Submit](#)

Enter Indirect Cost Rate, then
press Next

Become a Grant Applicant

[back](#) [save](#) [next](#)

Indirect Cost Rate Record ?

Enter an indirect cost rate record by completing the fields shown below. Use the RoboHelp '?' button for field by field instructions.

* Do you have Indirect Cost Rate to record?

Please Select

* Rate Type:

Please Select

* Issuing Agency:

Please Select

* Acceptance Date:

(mm/dd/yyyy)

* Effective From:

(mm/dd/yyyy)

* Effective To:

(mm/dd/yyyy)

☐ No Expiration

* Extended?

Please Select

* Rate Status:

Please Select

* Rate Percent:

%

* Rate Base:

* Treatment of Fringe Benefits:

* Treatment of Paid Absences:

[back](#) [save](#) [next](#)



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Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

 Grantee Phone Numbers

Review and Submit

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: ext. ?

Evening Phone: ?

Fax: ?

Cell: ?

Enter your contact information.



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eGRANTS

Welcome James
6/10/2006, 9:53 PM, EDT

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

Please review and submit your information

Please review your information and click on the

Organization: Chicagoland Community Center
EIN #: 000000002
Organization Type: Non-Profit
Organizational Characteristics: Service/Civ
Organizational Characteristics: Community
[change](#)

Username: james
Password Question: City of birth
Answer: Chicago
Email: james@yahoo.com
[edit](#)

Daytime Phone: (773) 000-0000
Evening Phone: (312) 000-0000
Fax: (773) 000-0000
[edit](#)

Once you submit, a message will appear notifying that you have created an eGrants account and that your "Grantee Admin" is notified.

If you are the first person to create an eGrants account from your organization, you will be assigned the "Grantee Admin" role automatically when you submit your account data, and therefore, will be able to access



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Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cnsc.gov/egrants/ta.html>.

- James Chicagoland

[Return to CNCS website](#) ➔

[Go to eGrants Login](#) ➔

Your Grantee Administrator's name/s will be listed at the bottom of this message.
Until your Grantee Admin assign you an eGrants user role which gives access privileges, you will not be able to access your organizations eGrants system.



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Microsoft Outlook Web Access

Thank You

Outlook Web Access

Inbox
Junk E-mail
Calendar
Contacts
Tasks
Folders
Public Folders
Options
Log Off

Reply Reply to all Forward X Close Help

From: eGrants Administrator [egrantshelp@cns.gov]
To: Kapila Wewegama
Cc:
Subject: New eGrants Account
Attachments:

Sent: Tue 2/21/2006 8:33 AM

[View As Web Page](#)

You will receive an automated email from eGrants system notifying the creation of a new account.

This is an automated E-mail message. Please do not reply to it.

A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration process by adding the "Grantee" role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

James Chicagoland Email: kapila@amentech.net



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ACCESS ROLES

- You have **three** access role options; however, you will need to appoint at least one person from your organization as the Grantee Administrator, as this is the person who can approve or deny access for other users.
- You will also need at least one person from your organization to have budget access.
- At this point, you should also determine who in your organization will be responsible for officially submitting your grant application in eGrants. This decision should be based on your organization's policy regarding who is permitted to enter into legal contracts and submit grant requests. Applicants must ensure that this person has an eGrants account and is available to submit the full application in eGrants.

The access roles are as follows:

- **No Access**
 - The user has not yet been approved and cannot access the eGrants system.
- **Grantee Without Access to Budget**
 - Has limited application information; no budget access
 - Cannot assign user role
 - Can authorize, assure, and certify
- **Grantee With Access to Budget**
 - Has access to entire application information, including budget information
 - Cannot assign user role
 - Can authorize, assure, and certify



Notice of Funding Opportunity Selection Process

eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
<p>Welcome Cesily</p> <p>Welcome to eGrants!</p>	<p>➔ View All</p> <p>➔ 2 Approved for Consideration/Funding</p> <p>➔ 31 Awarded</p> <p>➔ 165 Closed</p> <p>➔ 2 Concept Papers</p> <p>➔ 4 Grantee edit of application or report</p> <p>➔ 1 Subapplicant edit of application</p> <p>➔ 1 Subapplication rejected by prime</p> <p>➔ 10 Under CNCS review</p>
	VIEW MY ACCOUNT STATEMENTS
	<p>➔ Current Statement</p>
	VIEW MY AMERICORPS PORTAL
	<p>➔ Portal Home</p>



Creating an Application	Managing My Account	Reporting to CNCS
<p>New ➔</p> <p>Continuation/Renewal ➔</p> <p>Amendment ➔</p> <p>Concept Paper ➔</p>	<p>Click on the links below to access common account functions.</p> <p>My Account ➔</p> <p>Commission Input on National Applicants ➔</p> <p>Commission Competitive Subapplication Ranking ➔</p>	<p>Financial Report ➔</p> <p>Progress Report ➔</p> <p>Progress Report Supplement ➔</p>



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Welcome Cesily

Start New Grant App

cancel

next 


Start New Grant App

 Select a NOFA

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Select a program area ... 

GO



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Welcome Cesily

Start New Grant App

cancel

next 

Start New Grant App

 Select a NOFA

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

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GO



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Welcome Cesily

Start New Grant App

Start New Grant App

→ Select a NOFA

cancel

next →

Please note that the when selecting for a NOFA that you select the FY 2022 AmeriCorps and Territory Commission Selection

Select a NOFA

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

☐ **FY 2021 AmeriCorps State and Territory Commission (New and Continuations)**

Due Date: 01/06/2021

Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.



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Welcome Cesily

Start New Grant App

Start New Grant App

cancel

next 

 Select a NOFA

You have applications available for continuation or renewal (re-compete) under this NOFA. Please make sure you do not mean to continue or renew one of these existing grants before creating a new grant

No, I am sure I want to apply for a new Grant 



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Start New

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Budget Section 3
- Funding/Demographics
- Review
- Authorize and Submit

Application Info

Please enter the requested application information below.

Areas affected by the program (Max. 1000 chars) List Cities, Counties or States ?

Please note that the start date is 10/1/2022 and end date is 09/30/2023

Program Start and End Dates

Proposed Start Date: 10 / 01 / 2021 ?

Proposed End Date: 09 / 30 / 2022 ?

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction															
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE: [REDACTED]	STATE APPLICATION IDENTIFIER:															
2b. APPLICATION ID: [REDACTED]	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: [REDACTED]															
5. APPLICATION INFORMATION																	
LEGAL NAME: [REDACTED] UEI NUMBER: DUNS NUMBER: [REDACTED]		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: [REDACTED] TELEPHONE NUMBER: [REDACTED] FAX NUMBER: INTERNET E-MAIL ADDRESS: [REDACTED]															
ADDRESS (give street address, city, state, zip code and county): [REDACTED] Birmingham AL County: [REDACTED]		7. TYPE OF APPLICANT: 7a. Non-Profit 7b.															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 200850212		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: [REDACTED] 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006 10b. TITLE: AmeriCorps State		12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): All 67 Alabama counties.															
13. PROPOSED PROJECT: START DATE: 10/01/21 END DATE: 09/30/22		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="AL 07"/> b.Program <input type="text" value="AL 07"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1"> <tr> <td>a. FEDERAL</td> <td>\$ 303,180.00</td> </tr> <tr> <td>b. APPLICANT</td> <td>\$ 303,180.00</td> </tr> <tr> <td>c. STATE</td> <td>\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td>\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td>\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td>\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$ 606,360.00</td> </tr> </table>		a. FEDERAL	\$ 303,180.00	b. APPLICANT	\$ 303,180.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 606,360.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 303,180.00																
b. APPLICANT	\$ 303,180.00																
c. STATE	\$ 0.00																
d. LOCAL	\$ 0.00																
e. OTHER	\$ 0.00																
f. PROGRAM INCOME	\$ 0.00																
g. TOTAL	\$ 606,360.00																
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																	
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: [REDACTED]		b. TITLE: [REDACTED]															
c. TELEPHONE NUMBER: [REDACTED]		d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:															
e. DATE SIGNED: 05/14/21																	



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Application Components

The completed application will consist of the following components, described in more detail below:

A. Standard Form 424

B. Executive Summary

C. Narratives:

1. Program Design

2. Organizational Capability

3. Cost-Effectiveness and Budget Adequacy

D. Standard Form 424A Budget

E. Authorization, Assurances, and Certifications

A. Standard Form 424 You can find the Standard Form (SF) 424 and instructions here:

<https://www.grants.gov/forms.html>



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References

- ALL WEBINARS ARE BEING RECORDED
 - INTRODUCTION TO NATIONAL SERVICE AND NOTICE OF FUNDING OPPORTUNITY(NOFO)
 - [HTTPS://ATTENDEE.GOTOWEBINAR.COM/RECORDING/5716156862737019920](https://attendeegotowebinar.com/recording/5716156862737019920)
-

Thank You!

Who to Contact for Assistance?

Presenter Email: amber.price@servealabama.gov

For all **Application Questions** on the NOFO

Cesily Means, Sr. AmeriCorps Program Officer

Cesily.Means@ServeAlabama.gov

For all **Financial/Budget Questions** on the NOFO

Ronica Faire, Senior Accountant

Ronica.Faire@ServeAlabama.gov

Brandy Hattemer, Grants Compliance Officer

Brandy.Hattemer@ServeAlabama.gov

Governor's Office of Volunteer Services Main Line and Email Address

(334) 242-1549

Info.AmeriCorps@servealabama.gov



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